

# JOB OPPORTUNITY

**Job Opportunity Bulletin:**

**#06-276**

**Final Filing Date:**

June 14, 2007 or until filled

| POSITION:                   | SALARY:         | LOCATION:  |
|-----------------------------|-----------------|--|
| Associate Personnel Analyst | \$4,255-\$5,172 | Office of Statewide Health Planning and Development<br>Division of Administration<br>Human Resources Services<br>1600 Ninth Street, Room 435<br>Sacramento, CA 95814 |

## **General Statement:**

Come join our 2006 Sacramento Workplace Excellence Leader Award winning team! The Office of Statewide Health Planning and Development's (OSHDP) Administration Division is looking for an enthusiastic, detail oriented person to join the Human Resources Services team.

Under general supervision of the Staff Services Manager I, is responsible for providing timely and appropriate personnel management consultation and technical assistance to departmental management staff to ensure that all critical OSHPD examinations are administered, all decisions and actions on employee selection meet management's needs in contributing toward management's mission, and are consistent with laws, policies, and standards governing the State civil service.

## **Desirable Qualifications:**

- ❖ Ability to maintain confidentiality and possess the ability and commitment to effectively participate on a team that deals with sensitive and confidential situations/information.
- ❖ High quality interpersonal skills.
- ❖ High quality verbal/written communication skills.
- ❖ High quality work ethic.
- ❖ High quality customer service skills.
- ❖ High quality working knowledge of Microsoft's Office Suite.
- ❖ Experience with databases.

## **Who May Apply:**

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list eligibility should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. The most qualified individuals will be selected for an interview.

Interested parties should submit a State Examination and/or Employment Application, STD. 678 to:

OSHDP – Human Resources Services  
Attention: Christina Lopez (**JOB #06-276**)  
1600 Ninth Street, Room 435  
Sacramento, CA 95814

# OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

For further information contact Christina Lopez at (916) 654-1823

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

